

Vocabulary

Complete the following sentences with a suitable word. Take the definitions into account to help you.

1. The centre is 20 years old and will need capital improvements to remain **s**_____. (very modern and using the latest ideas and methods).
2. **O**_____ offices function well for people who need to be communicating with each other all the time. (workplace, a room which has few or no walls inside).
3. The new project includes recreational facilities and **s**_____ offices. (large and with a lot of space).
4. Some procedures are **o**_____ and it would be advisable to revise them. (not modern).
5. The goods have been sitting in a **w**_____ for months because a strike has prevented distribution. (a large building for storing large numbers of goods).
6. **B**_____ areas are becoming more prevalent and desirable when planning a modern office. (an area separate from the established working area).
7. The new building is composed of three floors, each **f**_____ with training facilities and a cafeteria. (having sufficient supplies).
8. Unfortunately he accepted a lower _____ when he changed jobs. (a fixed amount of money agreed as a pay for an employee).
9. I asked the driver to **d**_____ me _____ at the hotel. (to take someone to a particular place).
10. The company is cutting back on money spent on corporate **e**_____ this year. (the activity of taking customers out to restaurants, theaters, etc.).
11. Please, let me know when you're coming to office and I'll **s**_____ you _____. (to go with someone to all parts of a place so that they can learn about it).
12. It was a pity we didn't have enough time to go **s**_____ yesterday. We'll do it tomorrow. (To visit interesting places, especially on holiday).
13. Fortunately modern cell phone batteries don't **r**_____ _____ as fast as they used to. (to have a small supply of something).
14. Every step of the retail **s**_____ _____ is now tracked by computer. (the system of people and organization involved in getting a product from the the place where it's made to the person who buys it).
15. You can lower the price by cutting out the **m**_____ and buying directly from the factory. (someone who masses arrangements between two people).
16. The atmosphere and **h**_____ of the new office have made a great impression on all our clients. (friendly behaviour towards guests and customers).

Grammar

Put a / an / the in each space or leave the space blank.

17) _____ friend of mine, Sally Milton, wanted to become 18) _____ dancer when she was 19) _____ girl. 20) _____ every morning before 21) _____ school she used to practise in 22) _____ living room at 23) _____ home. 24) _____ dancers need 25) _____ lot of 26) _____ exercise, so Sally used to go to 27) _____ gym two or three times 28) _____ week. In 29) _____ end she got 30) _____ job in 31) _____ theatre company and became 32) _____ actress. In 33) _____ fact, 34) _____ last week I saw her in 34) _____ programme on 35) _____ television.

Choose the correct forms to complete the questions below.

36) I'd like to know _____.

a. how can I contact her

b. how I can contact her

c. how do I contact her

37) I was wondering _____ the recipe.

a. where you found

b. where did you find

c. where found you

38) Would you mind telling me _____ ?

a. how much did the sofa cost

b. how much cost the sofa

c. how much the sofa cost

39) How long _____ to finish the project?

a. it is going to take

b. is it going to take

c. it's going to take

